

HUNGRY HORSE COUNTY WATER AND SEWER DISTRICT BOARD OF DIRECTORS' REGULAR MEETING

Location of meeting: Water District Office, 528 Colorado Blvd., Hungry Horse, Montana

Thursday, May 19, 2022

Call to Order: President Wagner called the meeting to order at 6:01 p.m.

(0:10) Those present: President Doug Wagner, Vice President Vivian Allen, Chief Financial Officer Jamie Foster.

Staff: General Manager/Operator Ben Shafer. Bookkeeper Cassie Ferguson

Public/Directors-in-waiting: Richard Hardesty present, Brent Schmidt absent and excused.

NOTE: Mr. Hardesty and Mr. Schmidt have not been qualified/certified to their elected positions (as directors) by the County Commissioners, until which time they may not hold office and may not vote. All unanimous votes in these minutes comprise Directors Wagner, Allen and Foster's votes. This resulted from the Flathead Election Department not providing the District an election schedule.

(0:33) Public Comment: None

Director Wagner moved that items F5 and F6 (**Election cancellation/appointment of 2 board members and Election of Officers**) be moved up the agenda and handled immediately. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (1:45)** Director Foster moved that the Board appoint Brent Schmidt and Richard Hardesty as Directors for four more years. VP Allen moved that the question be divided. Director Foster moved that the Board appoint Brent Schmidt as a Director for four years. AYES: President Wagner and CFO Foster; NO: Vice President Allen. MOTION CARRIED. **SO RESOLVED (4:57)** Director Foster moved the Board appoint Richard Hardesty to a four year term as a Director. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (5:13)** President Wagner will see that the elections department and commissioners receive the requisite documents for Mr. Schmidt and Mr. Hardesty. The Board will table the election of Officers until the County has certified these appointments.

(7:50) Minutes: The Board reviewed VP Allen's additions and corrections to the April 21, 2022 Meeting Minutes.

Director Allen moved to accept the April 21, 2022 minutes as amended and corrected. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (14:55)**

Reports: Reports from monthly meetings are available from the District's office upon request.

1. (19:14) Bookkeeper's Report – Bookkeeper Ferguson submitted all financial reports and answered questions regarding:

- GMO Shafer reported that the high water loss seems to be a real leak. He will borrow the leak detector from Martin City in attempt to find it.
- Mrs. Ferguson determined that Hammer, Quinn & Shaw, had double billed the district for work done reviewing our bylaws. She came prepared with a blank check so the Board could make this correction and pay only what was due.
- The unpaid bills list was presented and discussed. Director Foster moved that we pay the unpaid bills, except for the Hammer and Quinn bill until we double check it for the month of May 2022. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (50:00)**
- Work continues on updating our depreciation schedule. District assets have not been properly depreciated in recent months and will need to be caught up in the books. Local accountant Barb Lietz is pleased to assist at no charge if helpful to the District.
- A list of all current customers was provided to those Directors who had requested it.
- GMO Shafer shared the requested information regarding the cost to the District of each thousand gallons sold. By taking all District expense and dividing by the number of gallons sold, the District spends \$6.23 for each thousand gallons sold.

2. (58:56) Manager's Report - GMO Shafer read his written report and answered questions.

- **Summary of activities** - GMO Shafer read his summary of monthly activities.
- **Cost Savings** – No specific news to update

- **Printer Status** – The new printer is installed and seems to be working well.
- **Account #349 correspondence** – GMO Shafer contacted the customer relaying the Board's request for some documentation of their version of the timeline of events. GMO Shafer also provided citations from his timekeeping application noting the times the customer had been notified of their leak, dating back as far as November of 2020. Customer has not yet provided the documentation requested by the Board in their consideration of leak forgiveness. The original customer letter requesting leak forgiveness from November 2021 could not be located. VP Allen suggested it be transcribed from the recording of the meeting at which it was read. Director Wagner requested a clear, detailed timeline of notification along with usage increase. VP Allen requested that estimated months in the timeline be notated along with other events noted by the customer's correspondence in her chronology. Consensus was that the Board give the customer another month to respond to the request for corroboration of events as occurring on her end.
- **Customer request for hookup per previous agreement** – GMO Shafer reported that he had reviewed the Rules & Regulations for any citations relevant to this claimed credit. No specific instances were found. Should Mrs. Sutherland decide to act on this agreement, she could be credited the \$1,490 toward a new service installation. Director Foster moved that we drop copy of that off along with a note from the Board that says "Here's a copy of our agreement and we're happy to honor the \$1,490 credit for a future hookup." All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (1:22:58)**
- **Website security concerns** - GMO Shafer reported that Paystar had added a second tier security question to our online payment portal. Customers will now need to provide their account number as well as the first three letters of their last names in order to access their account information. Paystar responded promptly and efficiently to our request.

F. Unfinished Business (01:26:00)

1. Policy Committee Report - No update

2. Finalize Discussion of District credit card – Director Foster shared that she had been in contact with the bank with whom we have our checking account. In order to be issued a District debit card, the user must be authorized with full access to the account. Cards cannot be issued to the name of the entity, it must be an individual's name. The District will continue its current policy of reimbursing staff and Directors for their business related expenses based on receipts provided.

3. Final Version of the Newsletter –Mr. Hardesty will put the finishing touches on "Water Notes," Volume #2 and provide it to staff for distribution. Director Foster moved that we mail out the newsletter at the end of the fiscal year with the June bills. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (1:30:03)**

VP Allen returned Accounting for Managers, borrowed from the District's library, and recommended it as very helpful reading for all present, stating it was an excellent supplement to the previous finance book also acquired by the District.

4. Discuss Dir. Allen's proposal for loan reduction previously presented to the Board – Director Allen shared materials she had compiled regarding the immediate paydown of the smaller of the District's outstanding Rural Development loans. The Board had previously agreed to transfer \$4,000 per month from checking into savings. Mrs. Ferguson was asked to ensure that had occurred since the prior resolution, and to catch up those transfers if they had not yet been executed. Director Foster moved to make a \$16,000 lump sum payment to the RD-B loan. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (2:28:51)**

G. New Business (2:32:56)

1. Task Review – Staff and Directors reviewed the tasks they had been assigned during the meeting.

GMO Shafer – Further review and compile timeline for Acct #349, draft a letter to Mrs. Sutherland explaining we intend to honor the agreement. Add Acct #21 to the lead and copper testing schedule as appropriate.

Mr. Hardesty will review and finalize the newsletter, incorporating feedback from staff and other Directors, as well as changing the date to reflect June delivery.

Dir. Allen will attempt to send A&C to the minutes in a format compatible to the Pro Tem Secretary's needs.

H. Adjournment – Meeting was adjourned at 8:42pm.

Signed _____ Date _____
President Douglas T. Wagner

Attested _____ Date _____
Pro Tem Secretary, General Manager Ben Shafer